

7 September 1951

*OPC file*

MATERIEL MEMORANDUM #16

SUBJECT : Functions of the Logistics Branch, FE

1. In order to acquaint all personnel of FE Division with the functions of the Logistics Branch and by whom these functions are to be performed, this memorandum is being published as a guide for all concerned.

2. The outlined functions will be handled by the Logistics Branch, and this Branch will be responsible for the necessary coordination with OPC and CIA Staffs. This is to include proper processing of all communications to OPC and CIA Staffs.

3. The following are the functions of the Logistics Branch:

a. Mr. [REDACTED]

25X1A9a

(1) Will assist in the preparation of operational materiel requirements, estimate materiel costs, and advise on the availability and type of materiel (FY 52 requirements).

(2) Will prepare and maintain a reference library of service publications.

(3) Will prepare Training Table Allowances.

b. Mr. [REDACTED]

25X1A9a

(1) Will coordinate all R & D activities, including being a member of the R & D Board.

(2) Will assist in the preparation of the FY 53 materiel requirements.

(3) Will coordinate foreign arms and ammunition requirements.

(4) Will assist in the preparation of Table Allowances, Tables of Equipment, and Tables of Organization.

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c. Major [REDACTED]

25X1A9a

(1) Will coordinate all operational transportation activities, including the shipment of personal effects. This does not include personal travel requirements.

(2) Will coordinate all automobile requirements.

(3) Will coordinate all overseas constructional requirements.

(4) Will coordinate all matters regarding overseas real estate matters--purchased, leased, and rental.

d. Lt. Col. [REDACTED]

25X1A9a

(1) Will be responsible for all Airborne activities.

e. Mr. [REDACTED]

25X1A9a

(1) Is in the process of setting up FE Division's Property Accountability Section.

f. Mrs. [REDACTED]

25X1A9a

(1) Will prepare and process all materiel requisitions.

g. Miss [REDACTED]

25X1A9a

(1) Will handle all requests for publication loans and orders. This does not include intelligence research.

4. Control files are being set up and will be maintained at the Logistics Branch as follows:

a. Requisitions, both cargo and local delivery.

b. All forms of shipment documents.

c. R & D records.

d. Automobile control cards.

e. Foreign arms and ammunition requirements.

f. Transportation status chart.

g. Inventory status, when completed.

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5. Effective upon the receipt of this memorandum, the ~~responsibility~~ of the functions as listed above will be the responsibility of the Logistics Branch, FE, with other Staff Agencies of OPC and CIA. All personnel of the FE Division requiring the necessity to visit other OPC and CIA Staffs regarding the above functions, will coordinate such visits with the Logistics Branch, FE.

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